



Apex Institute of Education

NTIS Provider 91606, CRICOS Provider 03156M

2 Sorrell Street, Parramatta NSW 2150 Australia

Phone : +61 2 8007 6262

Fax : +61 2 8007 6260

Email : info@apexaustralia.com; Web: www.apexaustralia.com



Diploma of Management

National Course Code BSB51107; CRICOS Course Code : 069735B

COURSE PROFILE

Duration : 26 weeks (22 Weeks Tuition + 4 weeks holidays)
Qualification : Diploma (AQF)
Training Package : BSB07 Business Services Training Package
Delivery Mode : Full time (21 hours tuition per week)

Course Structure :

BLOCK	Apex unit Title	Units of Competency	Duration (weeks)
1	ADM1	BSBWOR501A Manage personal work priorities and professional development BSBWOR502B Ensure team effectiveness	6
2	ADM2	BSBR501A Manage risk BSBCUS501B Manage quality customer service	5
3	ADM3	BSBFIM501A Manage budgets and financial plans BSBPMG510A Manage projects	6
4	ADM4	BSBMGT502B Manage people performance BSBHRM402A Recruit, select and induct staff	5

The **8 units of competency** are organised into **4 modules** and are delivered throughout the **22 weeks** of tuition. The units are clustered together for greater understanding and learning and all units of competency must be completed for to receive the required Diploma qualification.



Apex Institute of Education

NTIS Provider 91606, CRICOS Provider 03156M

2 Sorrell Street, Parramatta NSW 2150 Australia

Phone : +61 2 8007 6262

Fax : +61 2 8007 6260

Email : info@apexaustralia.com; Web: www.apexaustralia.com

Course Description	This qualification reflects the role of individuals who are engaged to manage the work of others or to add value to or review management practices. Their role may be in any industry or organisational setting.
Entry Requirements	The course will be available for those students who are 18 years or older and have completed Year 12. International Students are required to have an English ability at the IELTS 5.5 or equivalent .
Vocational Outcomes	This qualification provides the skills, knowledge and competencies to deal with relevant real-life situations in the workplace for an individual to function as a Manager, Project Manager or a Team Manager
Target Group	The target group for this qualification is potential new entrants to the industry who require skills in the business sector, employees who require skills in business management area.
Course Completion	Students obtaining a 'Competent' result for all the units studied will achieve a Diploma of Management. Students obtaining a 'Not Yet Competent' for any unit will receive a Statement of Attainment.
Protection of fees paid in advance	AIE is a member of ACPET and its courses are fully covered through their Overseas Student Tuition Assurance Scheme and ESOS Assurance fund to protect student fees paid in advance.
Trainers and Assessors	All AIE trainers/ assessors are highly qualified and experienced . They have TAA40104 Certificate IV in Training and Assessment or its equivalent plus suitable industry experience along with the qualification to teach the Diploma.
Assessments	Each unit will be assessed in at least 3 different ways (unless otherwise required by the subject content). The assessments will be conducted through formal exams, take home research assignments, projects, case studies , demonstrations and presentations.
Articulation	Under mutual recognition the Diploma and Statement of Attainment awarded by AIE will be recognised by other RTOs Australia wide. Upon successful completion of the Diploma the students may be eligible for exemption in similar undergraduate university courses.
RPL and Exemptions	RPL , Credit Transfer and Exemptions of course can be applied for at the time of enrolment or during the study induction. The information is available online in the student handbook or can be requested at the reception.
Training and other Facilities	AIE trains and assesses its students from its campus in Parramatta that is fully equipped with state of the art facilities including ultra modern Computer lab, overhead projectors , library of resources, a modern cafeteria and student recreation area.